

NEW JERSEY HOUSING AND  
MORTGAGE FINANCE AGENCY

AND

THE NEW JERSEY DEPARTMENT  
OF HUMAN SERVICES

PRESENTS



MONEY FOLLOWS THE PERSON  
HOUSING PARTNERSHIP PROGRAM

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# LAUNCH EVENT REFERENCE MANUAL

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TUESDAY, DECEMBER 15, 2015

MONEY FOLLOWS THE  
PERSON HOUSING PARTNERSHIP  
PROGRAM (MFPHPP) LAUNCH EVENT  
TUESDAY DECEMBER 15, 2015

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# AGENDA OF EVENTS

9:00am – 9:30am:..... Continental Breakfast and Registration

9:30am – 9:45am: ..... Introduction and Opening Remarks

9:45am – 10:30am: ..... Money Follows the Person  
Housing Partnership Program

10:30am – 10:45am:..... Q&A

10:45am – 11:00am: ..... Break

11:00am – 11:45am: ..... Sect. 811 PRA Program and Tenant  
Based Rental Assistance Vouchers

11:45am – 12:00pm: ..... Q&A

**MONEY FOLLOWS THE  
PERSON HOUSING PARTNERSHIP  
PROGRAM (MFPHPP) LAUNCH EVENT**  
TUESDAY DECEMBER 15, 2015

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# NOTES

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## MONEY FOLLOWS THE PERSON HOUSING PARTNERSHIP PROGRAM (MFPHPP)

The Money Follows the Person Housing Partnership Program (“MFPHPP”) is a partnership between the New Jersey Housing and Mortgage Finance Agency (“NJHMFA”) and the New Jersey Department of Human Services, Division of Aging Services (“DoAS”). The program provides capital subsidy to eligible non-profit and for-profit developers to set aside housing units for qualified individuals transitioning from nursing facilities to community settings.

Funding for the MFPHPP comes from the Money Follow the Person (MFP) program, which is a demonstration program created by the Federal Government to assist individuals transitioning from institutions into a community setting. MFP provides states with an enhanced federal reimbursement for the cost of services provided to individuals who enroll on a Medicaid Waiver program when they move to the community. The enhanced federal reimbursement, known as “rebalancing funds”, are being utilized to fund the MFPHPP. The Centers for Medicare and Medicaid (CMS) state that rebalancing funds must be reinvested into the community-based long-term care support system in order to increase the availability of Home and Community Based Services (HCBS). Rebalancing funds are only available for expenditures that enhance or expand access to HCBS and build community infrastructure and capacity. DoAS has committed its rebalancing funds for capital subsidies for housing units for eligible MFP individuals. There are no rental subsidies available through this program.

The target population to be served is physically disabled individuals aged 18 and over, who are living in nursing homes and have been assessed as being capable of living in the community with

supportive services. The funding for the supportive services is paid for through New Jersey’s Managed Long-Term Services and Supports (MLTSS) program. DoAS staff oversees and monitors the initial transition plan, developed and provided by the managed care organization (MCO). The MCO assigns each participant a care manager.

Housing developers may apply for MFPHPP financing for up to 5 one (1) bedroom units in any one project. Financing for more than 5 one (1) bedroom units per project will be considered on a case by case basis. The maximum capital subsidy per set aside unit is \$75,000. Projects that are applying for 4% and 9% low-income tax credits, the Fund for the Restoration of Multifamily Housing (“FRM”) and Multifamily Bond financing are eligible to apply for this funding. Developers must indicate their interest to participate by the submission of a MFPHPP application to NJHMFA. Applications will be expected to meet MFPHPP guidelines.

In coordination with NJHMFA, DoAS will review all MFPHPP applications and units will be selected based on MFPHPP selection criteria and eligible project location among other factors. Once a unit has been selected, the developer will receive a letter of support from DoAS for the allocation of funds for the set-aside units.

Applications will be processed on a rolling basis until all MFPHPP monies are exhausted.

For more information, contact Yirgu Wolde, Director, Division of Supported Housing and Special Needs at 609-278-7521 or via e-mail at [ywolde@njhmfa.gov](mailto:ywolde@njhmfa.gov).



# NEW JERSEY HOUSING MORTGAGE AND FINANCE AGENCY MONEY FOLLOWS THE PERSON HOUSING PARTNERSHIP PROGRAM GUIDELINES

Adopted: September 24, 2015

These guidelines may be amended from time to time due to changes in New Jersey Department of Human Services, Division of Aging Services' Money Follows the Person program. Such amendments by the Division of Aging Services to the Money Follows the Person program may occur without notice and are applicable to all pending and future applications. Applicants are, therefore, responsible for contacting the New Jersey Housing and Mortgage Finance Agency ("NJHMFA") to ascertain whether or not there have been any changes to the Division of Aging Services' Money Follows the Person program since the date of the initial adoption or subsequent amendment or revisions to the Money Follows the Person Partnership Program Guidelines (the "Guidelines") and for complying with such changes to the Division of Aging Services' Money Follows the Person program. These Guidelines address only the financing of MFPHPP units and not the substantive requirements of the Division of Aging Services' Money Follows the Person program.

**EXCEPT AS SET FORTH BELOW, NJHMFA'S SPECIAL NEEDS HOUSING TRUST FUND GUIDELINES ARE APPLICABLE TO THIS PROGRAM AND ARE INCORPORATED AS IF FULLY SET FORTH. IN THE EVENT OF A CONFLICT BETWEEN THE MONEY FOLLOWS THE PERSON HOUSING PARTNERSHIP GUIDELINES AND THE SPECIAL NEEDS HOUSING TRUST FUND GUIDELINES, THE LATTER SHALL APPLY.**

**PROGRAM GOAL:** The Money Follows the Person Partnership Housing Partnership Program ("MFPHPP") involves the collaboration of the New Jersey Department of Human Services, Division of Aging Services ("DoAS") and the New Jersey Housing and Mortgage Finance Agency ("NJHMFA") to provide eligible non-profit and for-profit developers with capital subsidies to develop housing units for qualified individuals transitioning from nursing facilities to community settings. DoAS and NJHMFA will work in partnership to implement and administer MFPHPP in a cost-effective manner in order to increase the availability of high-quality housing for people with disabilities.

**ELIGIBLE APPLICANTS:** Private for-profit and nonprofit housing developers capable of developing and managing permanent supportive housing.

**ELIGIBLE PROJECT LOCATION:** DoAS, in conjunction with the New Jersey Department of Human Services, Office of Housing will prioritize projects based on their need. The current eligible counties are Bergen, Passaic, Essex, Morris, Hudson, Monmouth, and Ocean. The list of eligible counties may be subject to change.

**ELIGIBLE TYPES OF PROJECTS:** Newly constructed or rehabilitated multifamily projects. Developers have to comply with all local municipal laws and ordinances.

**ELIGIBLE TENANTS:** Individuals aged 18 and over who are physically disabled and are currently living in nursing homes and have been assessed as being capable of living in a community setting with support services.

## **PROJECT SELECTION CRITERIA:**

1. Project location is in one of the eligible counties.
2. Project includes amenities necessary to enable the tenant to transition into the community.
3. Housing developer is experienced developer of special needs housing.
4. Letter of Support from DoAS.

**ELIGIBLE NUMBER OF UNITS:** Housing developers may apply for MFPHPP financing for up to 5 units in any one project. Financing for more than 5 units per project will be considered on a case by case basis.

**SUBSIDY LOAN AMOUNTS:** The maximum capital subsidy loan is \$75,000 per unit.

## **TYPES OF AVAILABLE FUNDING:**

1. Construction and permanent financing
2. Permanent financing

**MORTGAGE LIEN STATUS:** All MFPHPP loans will be secured by a first mortgage lien on the land or improvements. In the event a first lien position is determined not to be available, the NJHMFA will consider a subordinate position.

**FINANCING TERM:** The term of the MFPHPP subsidy loan will be 30 years. In the event a 30 year term is not feasible due to other financing sources, NJHMFA will consider terms as low as 20 years or as great as 40 years.

**SECURITY AND COLLATERAL:** The MFPHPP subsidy loan will be secured by a note and mortgage.

**MORTGAGE INTEREST RATE:** The subsidy loan will be structured as a 0% interest rate, cash flow loan.

**LOAN REPAYMENT TERMS:** Payments will be equal to 25% of avail-

# NEW JERSEY HOUSING MORTGAGE AND FINANCE AGENCY MONEY FOLLOWS THE PERSON HOUSING PARTNERSHIP PROGRAM GUIDELINES

Adopted: September 24, 2015

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able cash flow remaining after the payment of operating expenses, required reserves and amortized mortgage loan debt. Any remaining unpaid principal and all accrued interest will be due and payable on the maturity date of the MFPHP loan.

**AFFORDABILITY CONTROLS:** All MFPHP loan agreements must incorporate contractual guarantees and procedures to ensure that any MFPHP housing unit must continue to be occupied by MFPHP-eligible tenants. The MFPHP set-aside units will be underwritten at 20% of AMI.

Please note that monies for rental assistance will not be provided by DoAS.

**DEED RESTRICTIONS:** Units funded with MFPHP must be deed restricted. The deed restriction will remain in effect for the term of the original mortgage or tax credit period, whichever is applicable.

**INCOME AND POPULATION CERTIFICATIONS:** Income and population certifications must be submitted to the NJHMFA during rent up and for every new move-in thereafter.

MFPHP subsidy loan is defined as an NJHMFA Loan.

# NOTES

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## Money Follows the Person Housing Partnership Program



### What is Money Follows the Person Housing Partnership Program (“MFPHPP”)

- The program is a partnership between the NJ Housing & Mortgage Finance Agency (“HMFA”) and the NJ Department of Human Services, Division of Aging Services (“DoAS”)
- Funding for the MFPHPP comes from the Money Follows the Person (“MFP”) Rebalancing Fund

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## Money Follows the Person Housing Partnership Program



### What is Money Follows the Person (“MFP”):

- MFP is a demonstration program created by the Federal Government to assist individuals transitioning from institutions into a community setting
- MFP provides states with an enhanced federal reimbursement for the cost of services provided to individuals who enroll on a Medicaid Waiver when they move to the community
- The enhanced federal reimbursement, known as “rebalancing funds”, are being utilized to fund the MFPHPP

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## Money Follows the Person Housing Partnership Program



### Eligible Types of Projects:

- New construction and/or rehabilitated projects financed with:
- 4% and 9% Low Income Tax Credits
- Fund for Restoration of Multifamily Housing (“FRM”)
- Bond Financed Multifamily Projects

### Eligible Project Locations:

- Bergen, Essex, Hudson, Monmouth, Morris, Ocean and Passaic counties
- As needs of the target tenant population change, the list of eligible counties may be subject to change

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Money Follows the Person  
Housing Partnership Program



Selection of MFPHPP 1-Bedroom Units	
	Points
Accessibility of units	4
Community integration, including access to transportation, employment opportunities, and other community resources	3
*Geographic locations reflecting preferences of target population	3
Presence of on-site social service coordinator with ability to support MFP participants	2
Developer's experience with supportive housing	1
Other amenities on site (community meeting space, fitness center, washer/dryer on premises, etc.)	1

\*Based upon MFP participant housing data, projects will be awarded the point value if the project is located in the towns (s) in which MFP participant(s) have expressed an interest in residing.

**Note:** A minimum score of 12 points is required to be considered for the receipt of a Letter of Support from DoAS/MFP

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Money Follows the Person  
Housing Partnership Program



**Helpful Accessibility Features**

- Roll in shower/ accessible shower units
- Sufficient room next to commode for wheelchair so individual can slide from wheelchair onto commode
- Automated door openers
- Hardwood and ceramic tile
- Linen closets with slide out shelving
- Accessible controls for heating
- Grab bars
- Front control range/oven
- Side by side refrigerator
- Accessible kitchen cabinets with roll under access

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Money Follows the Person  
Housing Partnership Program



**Eligible Tenants:**

- Individuals age 18 and over who are physically disabled
- Currently living in a nursing home
- Assessed as capable of living in a community setting with support services

**Eligible Units:**

- Capital subsidy is only for one-bedroom units
- Developers may apply for financing for up to 5 units in any one project
- Financing for more than 5 units will be considered on a case by case basis
- Preference may be given to projects that are not age restricted

**Subsidy Loan amounts:**

- Maximum capital subsidies per set aside one-bedroom unit is \$75,000
- Set-aside units are underwritten at 20% AMI
- Note: This is not a rental subsidy program

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## Money Follows the Person Housing Partnership Program



### Financing Term:

- Permanent loan for 30 years
- HMFA will consider terms as low as 20 years or as long as 40 years

### Types of Available Loans:

- Construction and Permanent
- Permanent Financing Only

### Lien Status:

- First mortgage lien on the land and improvement, if available
- Subordinate mortgage lien position, if first lien is not available
- Permanent loan for 30 years
- HMFA will also consider terms as low as 20 years or as long as 40 years

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## Money Follows the Person Housing Partnership Program



### Mortgage Collateral:

- MFPHPP will be secured by a Note and Mortgage

### Mortgage Interest Rate:

- MFPHPP loan will be structured as zero percent ("0%") interest rate cash flow loan

### MFPHPP Loan Repayment:

- Repayment will be equal to 25% of available cash flow
- Unpaid balance will be due and payable on the maturity date of the MFPHPP loan

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## Money Follows the Person Housing Partnership Program



### Affordability Controls:

- MFPHPP set-aside units must continue to be occupied by MFPHPP-eligible tenants for the life of the mortgage
- MFPHPP set-aside units will be underwritten at 20% AMI
- MFPHPP will be deed restricted for the term of the mortgage

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## Money Follows the Person Housing Partnership Program



### Tenant Referral Process:

- HMFA notifies DoAS of available units
- DoAS identifies tenant for the available vacant unit and refers to Developer
- Tenant inspects the available unit
- If unit selected, tenant sends completed rental package to Developer
- Developer determines applicant's eligibility based on Developer's tenant selection plan
- Developer furnishes copies of rental package/application to HMFA for review and approval
- Developer completes population and income certification
- Developer and Tenant execute lease
- Tenant moves into unit
- Developer must provide justification in writing to HMFA/DoAS if tenant is found ineligible

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## Money Follows the Person Housing Partnership Program



### Developer's Responsibilities

- Verifies information related to SSI or any other income source
- Computes rental payments
- Conducts background checks if applicable
- Conducts annual income re-certification
- Submits tenant's information to HMFA for review and approval
- Notifies HMFA and DoAS if tenant chooses not to renew lease

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## Money Follows the Person Housing Partnership Program



### Role of HMFA

- HMFA administers MFPHPP
- Supported Housing and Special Needs Division staff in cooperation with Tax Credit and Multifamily staff, will develop list of available projects
- HMFA in cooperation with DoAS review MFPHPP application to select eligible projects
- HMFA staff communicates with Developers to ensure availability of units at end of the construction period

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## Money Follows the Person Housing Partnership Program



### Role of DoAS

- DoAS in partnership with HMFA will review MFPHP applications to determine eligibility of projects
- DoAS will refer prospective tenants
- Support services are provided to tenants and paid through NJ's Managed Long-Term Services & Supports ("MLTSS")
- Managed Care Organization (MCO) assigns each participant a care manager
- DoAS staff will oversee and monitor the initial transition plan developed and provided by the MCO

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## Money Follows the Person Housing Partnership Program



### Contact

- **Yirgu Wolde**  
Director  
Supported Housing & Special Needs  
609-278-7521  
YWolde@njhmfa.gov
- **Maria DiMagio**  
Social Services Administrator  
Supported Housing & Special Needs  
609-278-7512  
MDiMagio@njhmfa.gov

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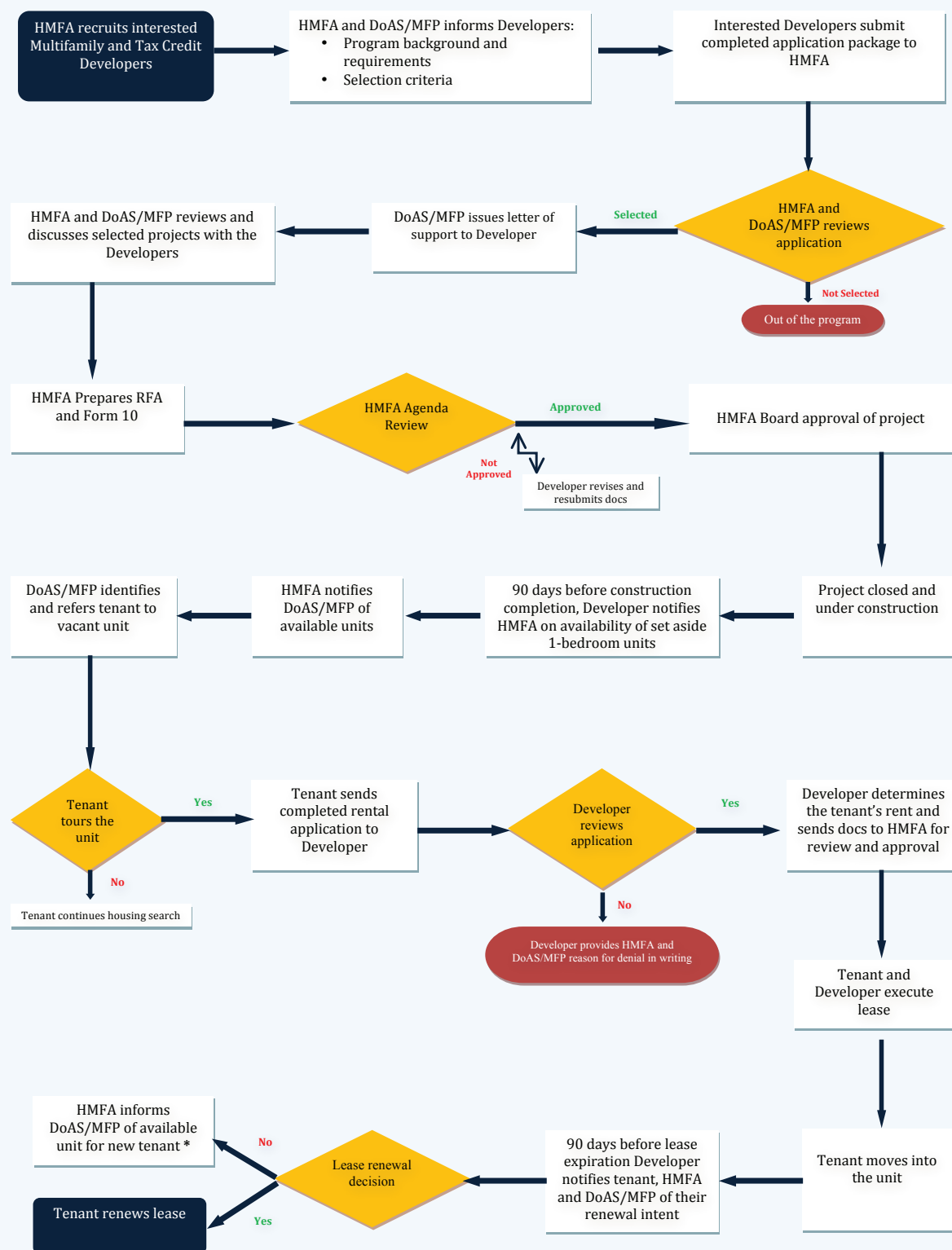
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# NOTES

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# Money Follows The Person Housing Partnership Program (MFPHPP)



## Definitions

NJHMFA : New Jersey Housing and Mortgage Finance Agency

DoAS : Division of Aging Services

MFP : Money Follows the Person

\* Vacating tenant is responsible for their own housing search

# NOTES

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**New Jersey Housing and Mortgage Finance Agency**

## **Money Follows the Person Housing Partnership Program**

# **APPLICATION**

**New Jersey Housing and  
Mortgage Finance Agency**  
*Supported Housing and  
Special Needs Division*  
637 South Clinton Ave.  
Trenton, NJ 08650-2085

**Contact Person:**  
**Yirgu Wolde**  
Director, SHSN Division  
609-278-7521  
[ywolde@njhmfa.gov](mailto:ywolde@njhmfa.gov)

**New Jersey Housing and Mortgage Finance Agency**  
**Money Follows the Person Housing**  
**Partnership Program (MFPHPP)**  
**Application**

*Applications will be accepted on a rolling basis until all MFPHPP funds are committed.*

**PART 1: APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Developer/Sponsor Name (if different from above): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mgmt. Company\*: \_\_\_\_\_

Mgmt. Company: \_\_\_\_\_

*\*Fill the above even if it is self---managed*

Contact Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Mgmt. Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_



## PART 2: PROJECT INFORMATION AND DESCRIPTION

Project Name: \_\_\_\_\_ NJHMFA#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County \_\_\_\_\_

**On a separate page.** please provide a description of the property that includes information such as the floor plan, more information about accessibility features, proximity to community resources such as employment opportunities, grocery stores, banks etc., transportation networks and tenant services. Please also briefly describe your experience with supportive housing and the property's policies regarding background checks and the Tenant Selection Plan.

### On-site Social Service Coordinator:

Are there plans to hire an on-site Service Coordinator for the building? Yes or No (circle one)

If yes, what type of services will be provided by this individual:

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### Public Transportation:

Nearest public transportation option (in miles): \_\_\_\_\_

**Type:** Bus: \_\_\_\_\_ Light Rail: \_\_\_\_\_ Other: \_\_\_\_\_

### Property Amenities:

<input type="checkbox"/> Fitness Center	<input type="checkbox"/> Washer/dryer on---site	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Washer/dryer in---unit	<input type="checkbox"/> Community Room	<input type="checkbox"/> Other: _____

### Please Mark Which Utilities are Paid by the Tenant:

<input type="checkbox"/> Household Electric	<input type="checkbox"/> Air Conditioning
<input type="checkbox"/> Cooking (choose <input type="checkbox"/> GAS or <input type="checkbox"/> ELECTRIC)	<input type="checkbox"/> Heat (choose <input type="checkbox"/> GAS or <input type="checkbox"/> ELECTRIC)
<input type="checkbox"/> Hot Water (choose <input type="checkbox"/> GAS or <input type="checkbox"/> ELECTRIC)	<input type="checkbox"/> Other: _____ (describe)

## PART 3: NUMBER OF UNITS REQUESTED

Total number of units at the property: \_\_\_\_\_

Total number of MFPHPP 1 bedroom units requested: \_\_\_\_\_

### **Projects Under Construction:**

Number of one bedroom accessible units:

\_\_\_\_\_

Number of one bedroom units at 20%

AMI: \_\_\_\_\_

Total number of units currently planned to be set aside for persons with special needs.  
Do not include requested MFPHPP units in this number: \_\_\_\_\_

**The undersigned applicant hereby makes application to NJHMFA for the  
Money Follows the Person Housing Partnership Program (MFPHPP).**

\_\_\_\_\_ Number of Requested MFPHPP One Bedroom Units

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*Please return two copies of completed application and supporting  
documentation to:*

**Attn: Yirgu Wolde, Director**  
Division of Supported Housing & Special Needs  
**New Jersey Housing and Mortgage Finance Agency**  
637 S. Clinton Avenue P.O. Box 18550  
Trenton, NJ 08650-2085 609-278-7521

# New Jersey Housing and Mortgage Finance Agency

## Section 811 Project Rental Assistance Program Overview

### What is the Section 811 Project Based Rental Assistance (Sect. 811 PRA) Program?

In April 2015, the US Department of Urban Development (HUD) awarded the New Jersey Housing and Mortgage Finance Agency (HMFA) two-hundred and six (206) Sect. 811 PRA subsidies to provide rental assistance for extremely low income persons with disabilities and extremely low income households with at least one person with a disability. The initial term of the PRA is five (5) years and with yearly subsequent renewals subject to appropriations.

The Section 811 Project Rental Assistance Program was authorized under the Frank Melville Supportive Housing Investment Act of 2010.

The HMFA has designed the Sect. 811 PRA program to assist the state of New Jersey in fulfilling their Olmstead settlement obligations. HMFA, in partnership with the New Jersey Department of Human Services (DHS) will select individuals leaving developmental centers and state psychiatric hospitals, as well as those who are at risk of institutionalization as the targeted populations.

### What is the Role of HMFA?

HMFA is the administrator of the Sect. 811 PRA.

The HMFA was created in 1967 for the purpose of increasing the supply of safe, decent and affordable multifamily rental as well as owner occupied housing for the low- and moderate-income citizens of the State of New Jersey.

The HMFA's housing programs are designed to increase the opportunities for affordable housing available to families and the elderly, as well as individuals and families with special needs and to work with the for-profit and non-profit sectors in meeting these needs, to assist in urban revitalization and to develop innovative and flexible financing vehicles which will be responsive to the changing needs of these populations.

### What is the Role of DHS?

DHS will provide voluntary services and support to tenants in the Section 811 PRA units. DHS will work closely with HMFA to coordinate the timely

referral of individuals and/or households to housing under the program.

### How are the Section 811 PRA Program Subsidies Used?

The Sect. 811 PRA subsidies are project-based and remain with the housing unit. The Sect. 811 PRA subsidies housing assistance can be used on specific housing units at rents as defined in the following chart.

Specific Unit Types and Sect. 811 PRA Rents		
Unit Type	Number of Units	Sect. 811 PRA Rent Affordable Up To
1 bedroom	110	34% of Area Median Income (AMI)
2 bedroom	46	34% of AMI
2 bedroom	50	50% of AMI

### Eligible Project Types

**LIHTC and FRM Projects that opted in to Section 811 PRA:** Projects that were awarded 4% Low Income Housing Tax Credit (LIHTC) and Fund for the Restoration of Multifamily Housing (FRM) financing and opted to participate in the Sect. 811 PRA program. These projects will be determined eligible based on the LIHTC and FRM applications submitted to HMFA. If further information is required to complete this review, HMFA will contact the project sponsor.

**Existing and New LIHTC Agency-financed Multifamily Projects:** Projects that have not already opted in to the Sect. 811 PRA program as part of their LIHTC or FRM applications must complete the Section 811 PRA application and submit it to HMFA.

Subsidies may be placed with:

- 4% LIHTC and FRM projects;
- Existing LIHTC projects; LIHTC projects in future allocation cycles; and
- Bond-financed Agency multifamily projects.

# New Jersey Housing and Mortgage Finance Agency

## Section 811 Project Rental Assistance Program Overview

(Continued)

### Ineligible Project Types

Projects that are designated for individuals 62 years and older and units that currently have project-based vouchers are excluded. Additionally, no more than twenty five percent (25%) of the total units of a project can be set-aside for PRA payments. The units must also be dispersed throughout the property and not segregated to one area in the project. Additionally, projects must have more than 5 units.

### Owner/Project Selection

HMFA and DHS will review all applications for participation in the Section 811 PRA program. Units will be selected in accordance with the criteria listed below:

One-Bedroom Section 811 PRA Units	Points
Geographic locations reflecting preferences of target population	4
Accessibility of the units	3
Unit mix reflecting need of target population	3
Suitability of project site	2
Access to transportation, employment opportunities and other community integration opportunities	2
Amenities offered in the project	1

Two-Bedroom Section 811 PRA Units	Points
Geographic locations reflecting preferences of target population	4
Accessibility of the units	3
Unit mix reflecting need of target population	3
Suitability of project site	2
Access to transportation, employment opportunities and other community integration opportunities	2
Amenities offered in the project	1

*Note: Projects must have a minimum of 12 points in order to be considered eligible for Section 811 PRA subsidies.*

Developers selected to participate in Section 811 PRA will be required to complete the following documents:

1. HMFA and Owner Agreement to enter into PRA Contract (HUD-92240-PRA)
2. PRA Rental Assistance Contract (HUD-92235-PRA) and,
3. Use Agreement (HUD-92238-PRA)

### Application Terms

Applicants will be expected to meet requirements of the Section 811 PRA program and the HUD Cooperative Agreement. Applications will be processed on a rolling basis, until all Section 811 PRA are omitted.

### Tenant Referral

The target population for Section 811 PRA subsidies is people with mental illness and/or intellectual and developmental disabilities who are living in state institutions, or people with those diagnoses who are at risk of institutionalization. In order to ensure the referrals of appropriate individuals to Section 811 PRA participating projects, the DHS will conduct outreach to individuals in state psychiatric hospitals and development centers, as well as to individuals identified as at risk of institutionalization by DHS and community based service providers. The DHS will also provide information and education on the Section 811 PRA program and its eligibility requirements to staff at the Division of Mental Health and Addiction Services (DMHAS) and the Division of Developmental Disabilities (DDD) and at state psychiatric hospitals and developmental centers, and to community based providers participating in the program. Tenants will be required by regulation to pay no more than 30% of their income toward rent.

HMFA and DHS will also meet regularly to coordinate the timely referral of tenants to the program and to housing opportunities in projects participating the Section 811 PRA program. HMFA and DHS will review the current status of referrals, move-ins, and the development and maintenance of a waiting list of potential tenants should vacancies occur. HMFA will also problem solve

# New Jersey Housing and Mortgage Finance Agency

## Section 811 Project Rental Assistance Program Overview

(Continued)

should a referral or move-in not occur within forty-five days.

### Selection and Admission of Eligible Tenants

**Referrals:** Owners will notify HMFA of available unit and HMFA will notify DHS who will refer tenant. If tenant selects unit, DHS will refer tenant to HMFA and forward completed tenant application package to HMFA. HMFA reviews and determines applicant's eligibility and forwards approved application to Owner who will determine eligibility with Owner's tenant selection plan. The Owner will complete the tenant certification and recertification data (Form HUD 50009) and transmit same electronically to HMFA. HMFA will electronically transmit the income data into HUD's Tenant Rental Assistance Certification System (TRACS). This data must be maintained and retained by the Owner for three (3) years. The Owner is responsible for:

1. Verifying tenant's income, employment through the use of Enterprise Income Verifier (EIV) and at least annually thereafter;
2. Verifying information related to social security numbers of perspective tenants;
3. Computation of the amount the PRA payment for each eligible tenant;
4. Conducting criminal and background checks, if required by Owner;
5. Conduct an annual recertification of tenant's income; and
6. Submission of all tenant information electronically in compliance with TRACS standards.

All referrals as well as Owner screening of tenants must comply with the Grantee's Affirmative Fair Housing Marketing Plan (HUD-92243-PRA) and all HUD Fair Housing and Equal Opportunity requirements.

**Tenant Selection:** Owners will make good faith efforts to lease units to eligible tenants. Owners can only reject applicants for reasons permitted under the Rental Assistance Contract (RAC). If the Owner determines that an applicant tenant is ineligible on the basis of income, failure to meet the disclo-

sure and verification requirements the Owner must notify the tenant in writing with a copy to HMFA providing justification for the denial.

**Form of Lease:** Owners will use the HUD Model 811 PRA Lease form HUD-92236-PRA and required Addenda Lease Agreement for qualified tenants. The term of the initial lease will not be less than one year. If the lease is for a term of more than one year the lease must contain a provision permitting termination of the lease 30 days in advance upon a written notice. Any modification to the lease must be approved by HMFA and implemented in accordance with HUD requirements.

**Waiting Lists:** Existing projects with applicant waiting lists must update their tenant selection plans to include the Section 811 PRA target populations.

**Unit Inspection:** HMFA will conduct inspections of Section 811 PRA units to ensure that their physical integrity and compliance are consistent with US Department of Housing and Urban Development's Uniform Physical Conditions Standard (UPCS). The UPCS applies to all Section 811 PRA units. The project must comply with all applicable state, local laws, codes, ordinances and regulations.

After the initial unit inspection by HMFA, UPCS inspections must occur at a minimum every three (3) years. The first UPCS inspection will be within three (3) years of the signing of the Rental Assistance Contract (RAC) and can be aligned with the inspection schedule of other funding sources (LIHTC).

Following HMFA's unit inspection, the tenant will be provided with the opportunity to inspect the unit prior to move-in. The Owner will keep a copy of HMFA's inspection report and the report must be attached to the lease.

In addition to UPCS inspection, Owners will conduct an annual inspection to determine if appliances and equipment in the unit are functioning properly or are in need of repair or replacement. In addition to the annual Owner's inspection, the UPCS must be conducted by HMFA staff at least every three years, and at other such times as may be necessary. *See attached UPCS form.*



# New Jersey Housing and Mortgage Finance Agency

## Section 811 Project Rental Assistance Program Overview

(Continued)

**Foreclosures and Transfers of Property:** In the event of foreclosure or property transfers, the Section 811 PRA Rental Assistance Contract (RAC) will transfer to the new owner and rental assistance payments will continue.

### The Term of the Section 811 PRA

HMFA and the successful Applicant Owner will enter into a 30-year Use Agreement and a 20-year Rental Assistance Contract (RAC) for the funding awarded to the project. The term of the RAC shall be no less than twenty (20) years subject to HUD appropriations. The term of the initial 811 PRA allocation is for a term of five (5) years, with subsequent renewals subject to HUD appropriations. If Congress fails to appropriate funds adequate to meet the future financial needs of the Cooperative Agreement and the Cooperative Agreement is terminated, HUD will not require HMFA to enforce any Use Agreement on Eligible Multifamily Properties covered under a RAC.

**811 PRA Payments to Owner under the RAC Contract:** Payments are made monthly by the Grantee upon proper requisition by Owner.

- Payment amount is the contract rent minus the tenant's portion.
- HMFA transmits Form HUD 52670 to HUD through Tenant Rental Assistance Certification System (TRACS). TRACS is a voucher/payment system that will be used to process rental payments to Owners and HMFA receives a return message transmitted from TRACS.
- Based on the TRACS submission, HUD calculates the project's monthly rental subsidy and wires payments to HMFA through the HUD Electronic Line of Credit Control System (eLOCCS) for the benefit of the project.

**Vacancies:** Vacancy payments may be paid to Owner in an amount not to exceed 80% of the contract rent for a period of up to 60 days. If a unit is vacant more than 60 consecutive days either during rent-up or after rent-up, the Owner is not entitled to any payments.

**Rent Increases:** Upon request from the Owner, HMFA will consider adjusting contract rents on the lease anniversary date. Contract Rents may be adjusted upward or downward, as appropriate.

Rent adjustments by HMFA must be determined by methods outlined in the RAC Part 2 and need to choose one of the methods outlined in the RAC Part 2 for adjusting rent.

**Support Services:** Eligible Tenant's participation in supportive services is voluntary and cannot be required as a condition of admission or occupancy. Tenants in the PRA units will receive voluntary services and supports from the provider of their choice in accordance with DHS regulations and policies.

### Section 811 PRA Owner Compliance

The Owner is responsible for all management functions including screening of Eligible Applicants referred by DHS. All referrals as well as Owner screening must comply with the Grantee's Affirmative Fair Housing Marketing Plan (HUD-92243-PRA) and all HUD Fair Housing and Equal Opportunity requirements. The purpose of the plan and requirements is to assure that eligible families in the same housing market areas have an equal opportunity to apply and be selected for an assisted unit regardless of their race, color, national origin, religion, sex, disability, or familial status. All projects must comply with NJ's anti-discrimination laws, along with the following items:

1. **Fair Housing & Civil Rights Laws:** Owners must comply with all applicable fair housing and civil rights requirements in 24 C.F.R 5.105 (a), including, but not limited to, the Fair Housing Act; Title VI of the Civil Rights; including Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Titles II and III of the American Disabilities Act, as applicable and Section 109 of the Housing and Community Development Act of 1974.

# New Jersey Housing and Mortgage Finance Agency

## Section 811 Project Rental Assistance Program Overview

(Continued)

2. **Barrier Free /Accessibility Requirements:** Properties participating in Section 811 PRA must meet accessibility requirements of Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act. Section 811 PRA assisted units can consist of a mix of accessible units for those persons with physical disabilities and non-accessible units for those persons without physical disabilities.
3. **Davis-Bacon Labor Standards:** All laborers and mechanics employed by contractors and subcontractors in the construction (including rehabilitation) of housing with 12 or more units assisted with Section 811 PRA shall be paid at rates not less than those prevailing wages in the locality in accordance with the Davis-Bacon Act (40 U.S.C. 3141et seq.).
4. **Phase I Environmental Report:** All projects that participate in Section 811 PRA program must have had a Phase I Environmental report complying with ASTM E 1527-05 and ASTM E 2600-10 requirements, prepared within a year and updated within six (6) months, if required, of the date the property was acquired or the date of the last real estate transaction (construction, rehabilitation, or refinancing).
5. **Lead Based Paint:** The Lead Safe Housing Rule (24cFR 35, subparts B, H, & R) applies to project based rental assistance of pre-1978 housing for persons with disabilities when a child of less than 6 years of age resides or is expected to reside in such housing.

### Leveraged Tenant-Based Rental Vouchers

In addition to the two hundred and six (206) Section 811 PRA subsidies, the New Jersey Department of Community Affairs has committed 40 tenant-based State Rental Assistance (SRAP) vouchers and the New Jersey Department of Human Services (DHS) has committed 63 tenant-based vouchers to this program. These subsidies are not attached to specific units and travel with the tenant from unit to unit within the State of New Jersey.

**DHS Tenant-Based Rental Subsidy Process:** Individuals eligible for DHS tenant-based rental subsidies must submit applications to DHS. DHS will review the rental subsidy application and refer approved applications to the Supportive Housing Connection (SHC) at HMFA. The SHC is responsible for certifying tenant income, determining tenant rental portion and subsidy amount, approving landlords, inspecting units, and processing monthly subsidy payments.

### DCA Leverage Voucher Payment Process:

- DHS identifies tenant and submits the SRAP 811 application to DCA. DCA reviews application for income eligibility, and orders a criminal background check.
- If the applicant is deemed preliminarily eligible, DCA will forward the application package to the appropriate field office.
- The DCA Field Office will conduct a briefing with the applicant and determine the subsidy voucher amount to be issued.
- The applicant will then start their housing search. The applicant must identify a suitable unit within 60 days. In certain cases the applicant may be provided with a 60-day extension.
- After a unit is selected, the DCA Field Office will conduct HQS Inspection (If unit fails the inspection, the landlord has 15 days to abate).
- The HAP Contract is executed between DCA and Owner and the lease is executed between landlord and tenant and the monthly payment will be made to landlord via check run.

**Please Note: The Section 811 PRA Guidelines and application forms may be amended from time to time as per HUD requirements.**

# NOTES

[illegible]

## SECTION 811 PROJECT RENTAL ASSISTANCE



### What is the Section 811 PRA program?

- Authorized under Frank Melville Supportive Housing Act of 2010
- Provide rental assistance to extremely low income special needs individuals or households

### In HMFA/DHS's Case

- Assist State the of NJ in their Olmstead settlement obligations by providing permanent supportive housing to individuals leaving developmental centers, state psychiatric hospitals as well as those at risk of institutionalization

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## SECTION 811 PROJECT RENTAL ASSISTANCE



### How the 811 PRA Subsidies Work:

- PRA subsidies are assigned to a specific unit(s) and remains with the housing unit
- Total of 206 PRA subsidies available worth \$5.1 Million for the initial 5 years

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## SECTION 811 PROJECT RENTAL ASSISTANCE



### Subsidy Break Downs Include:

- 110- One-bedroom affordable at 34% of AMI
- 46 Two-bedroom affordable at 34% AMI
- 50-Two-bedroom affordable at 50% AMI\*

*\*To be used for existing Multi-Family units*

### Additional Tenant Based Rental Assistance

- 40 DCA State Rental Assistance (SRAP)
- 63 Tenant Based DHS Subsidies
- Both these subsidies are tenant based

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## SECTION 811 PROJECT RENTAL ASSISTANCE



### Eligible Projects

- 4% LITHC and FRM Projects that opted into 811 PRA
- Existing Tax Credit Projects and Tax Credit Projects in future allocation cycles
- Bond Financed Agency Tax credit Projects
- Projects that did not opt into 811 PRA must complete 811 PRA application and accepted on a rolling basis

### Ineligible Types of Projects

- Projects designated for individuals 62 and older
- Projects with existing project-based vouchers
- Projects already with more than 25% set-aside Special Needs units
- Projects with less than five (5) units

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## SECTION 811 PROJECT RENTAL ASSISTANCE



### HMFA's Role

- In partnership with DHS administers the Section 811 PRA Program

### NJDHS' Role

- Coordinates timely referral of individuals/households to 811 PRA awarded projects
- Provides voluntary services and supports to 811 PRA tenants in the projects

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## SECTION 811 PROJECT RENTAL ASSISTANCE



### Owners who participate in 811 PRA are required to complete:

- HMFA and Owner Agreement to enter into 811 PRA Contract
- PRA Rental Assistance Contract
- Use Agreement

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## SECTION 811 PROJECT RENTAL ASSISTANCE



### Tenant Referral

- Owners will notify HMFA of availability of units
- HMFA will notify DHS who will refer tenant
- If tenant select unit, DHS will refer to HMFA and forwards application. HMFA verifies and determines applicants' eligibility and forwards application to project Owner
- Owner determines applicant's eligibility based on Owner's tenant selection plan
- Owner completes tenant certifications & recertification and transmits electronically
- HMFA electronically transmits data to HUD via TRACS
- Owner must provide justification in writing to HMFA if tenant found ineligible

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## SECTION 811 PROJECT RENTAL ASSISTANCE



### Owner's Responsibilities

- Verify tenant's income through EIV
- Verify information related to Social Security numbers of prospective tenants
- Compute PRA payments
- Conduct background checks if required
- Conduct annual income recertification
- Submit tenant data electronically to HMFA with TRACS standards

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## SECTION 811 PROJECT RENTAL ASSISTANCE



Criteria for 811 PRA Selection		Points
Projects with more than 25% of the units set-aside for persons with disabilities will be excluded from consideration		Excluded
Projects with age-restricted units to those over 62 will be excluded from consideration		Excluded
Projects with less than 5 units will be excluded from consideration		Excluded
Selection of 110 One-Bedroom 811 PRA Units	Selection of 96 Two-Bedroom 811 PRA Units*	
Points	Points	
Geographic locations reflecting preferences of target population	Geographic locations reflecting preferences of target population	4
Accessibility of the units	Accessibility of the units	3
Unit mix reflecting need of target population	Unit mix reflecting need of target population	3
Suitability of project site	Suitability of project site	2
Access to transportation, employment opportunities and other community integration opportunities	Access to transportation, employment opportunities and other community integration opportunities	2
Amenities offered in the project	Amenities offered in the project	1

**NOTE:** Projects must have a minimum of 12 points to be considered eligible for 811 PRA subsidies  
 \* Fifty (50) of these units are set-aside for existing LITHC & Bond financed Multi-Family units

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## SECTION 811 PROJECT RENTAL ASSISTANCE



### Form of Lease

- Owners must use HUD Model 811 PRA Lease Form and required addenda
- Lease is for a term of one year
- Any modification of lease must be approved by HMFA and in accordance with HUD requirements

### Waiting List

- Existing projects must update their tenant selection plan to include the target population

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## SECTION 811 PROJECT RENTAL ASSISTANCE



### Unit Inspection by HMFA

- Based on HUD's Uniform Physical Conditions Standards ("UPCS")
- After initial inspections, first UPCS inspection within 3 years after the signing of Rental Assistance Contract ("RAC")
- Following HMFA inspection, tenant inspects unit
- Owner keeps the HMFA inspection report as an attachment to lease

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## SECTION 811 PROJECT RENTAL ASSISTANCE



### Foreclosure and Transfers of Properties

- In the event of foreclosure or property transfers, RAC will transfer to new Owner and payment continues

### Term of 811 PRA

- Term of RAC 20 Years\*
- Term of initial 811 PRA term-5 Year
- Subsequent renewal subject to HUD appropriations
- Use Agreement 30 Years\*

### Payments under RAC

- Payments made monthly by HMFA upon requisition by Owner through TRACS

\* If Congress fails to renew the program, owners will not be held to the 30-year Use Agreement

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## SECTION 811 PROJECT RENTAL ASSISTANCE



### **Vacancies**

- Vacancy payments not to exceed 80% of contract rent for 60 days
- No vacancy payment over 60 days.

### **Rent Increases**

- Rent adjustments will be considered by HMFA based upon Owner's request

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## SECTION 811 PROJECT RENTAL ASSISTANCE



### **Support Services**

- Tenants participation is voluntary and can't be required
- Voluntary services supports of provider of tenant's choice supported by DHS

### **811 PRA Owner Compliance**

- Fair Housing and Civil Rights Laws
- Accessibility Requirements
- Davis Bacon Labor Standards
- Phase I Environmental Report
- Lead Based Paint

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## SECTION 811 PROJECT RENTAL ASSISTANCE



### **DHS Tenant Based Rental Voucher**

- 63 TBRV that travel from unit to unit with tenant
- To be managed by Supportive Housing Connection Program

### **DCA State Tenant Based Rental Assistance**

- 40 SRAP travel from unit to unit with tenant
- Will be managed by DCA Div. of Housing

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## SECTION 811 PROJECT RENTAL ASSISTANCE



### Contact

- **Kelly Palombi**  
Section 811 Program Coordinator  
Supported Housing and Special Needs  
609-278-7486  
[kpalombi@njhmfa.gov](mailto:kpalombi@njhmfa.gov)

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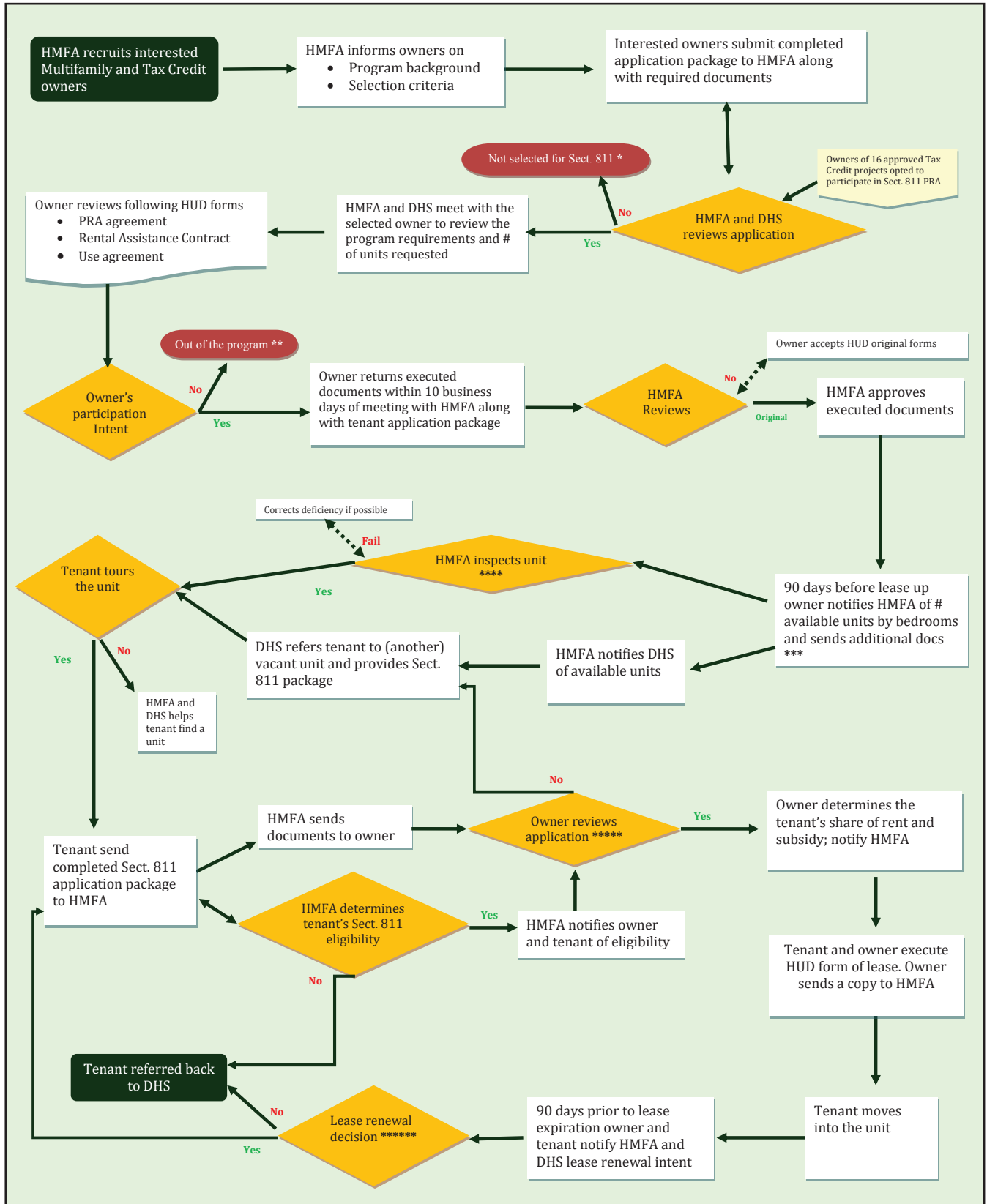
# NOTES

[illegible]

# NOTES

[illegible]

# EXHIBIT A - SECT. 811 PRA OVERALL PROCESS



## Definition :

OWNER - Tax Credit / Multifamily developers  
 HMFA - Housing and Mortgage Finance Agency  
 HUD - Department of Housing and Urban Development  
 DHS - Department of Human Services

\* May be considered at future date

\*\* Doesn't apply for 16 opted to participate in PRA

\*\*\* W-9 form, Automated Clearing House Debit Form and voided check

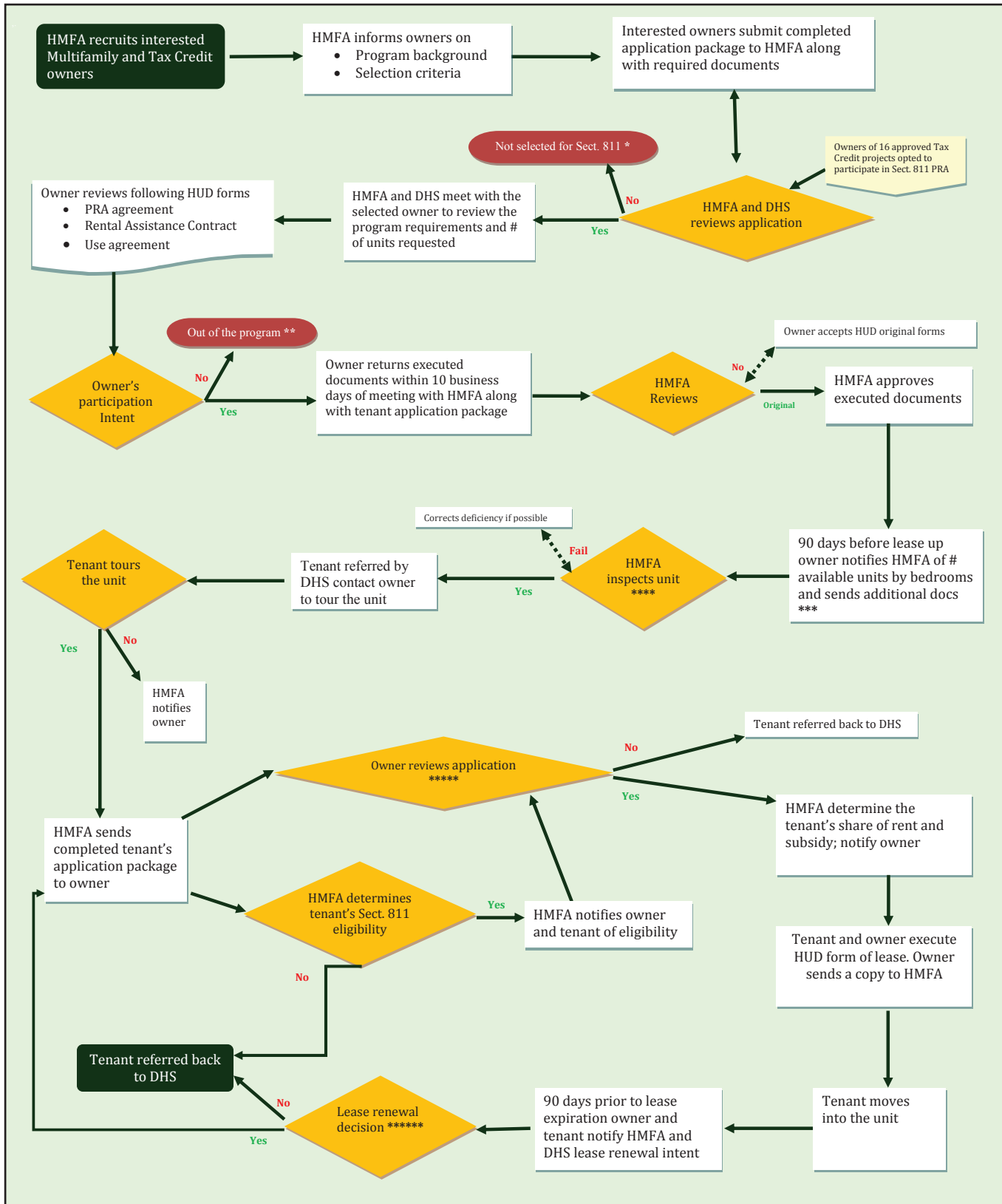
\*\*\*\* According to HUD Uniform Physical Condition Standards

\*\*\*\*\* According to HUD Sect. 811 program requirements

\*\*\*\*\* According to HUD regulations



## EXHIBIT B - SECT. 811 PRA OWNER PROCESS



### Definition:

OWNER - Tax Credit / Multifamily developers  
 HMFA - Housing and Mortgage Finance Agency  
 HUD - Department of Housing and Urban Development  
 DHS - Department of Human Services

\* May be considered at future date

\*\* Doesn't apply for 16 opted to participate in PRA

\*\*\* W-9 form, Automated Clearing House Debit Form and voided check

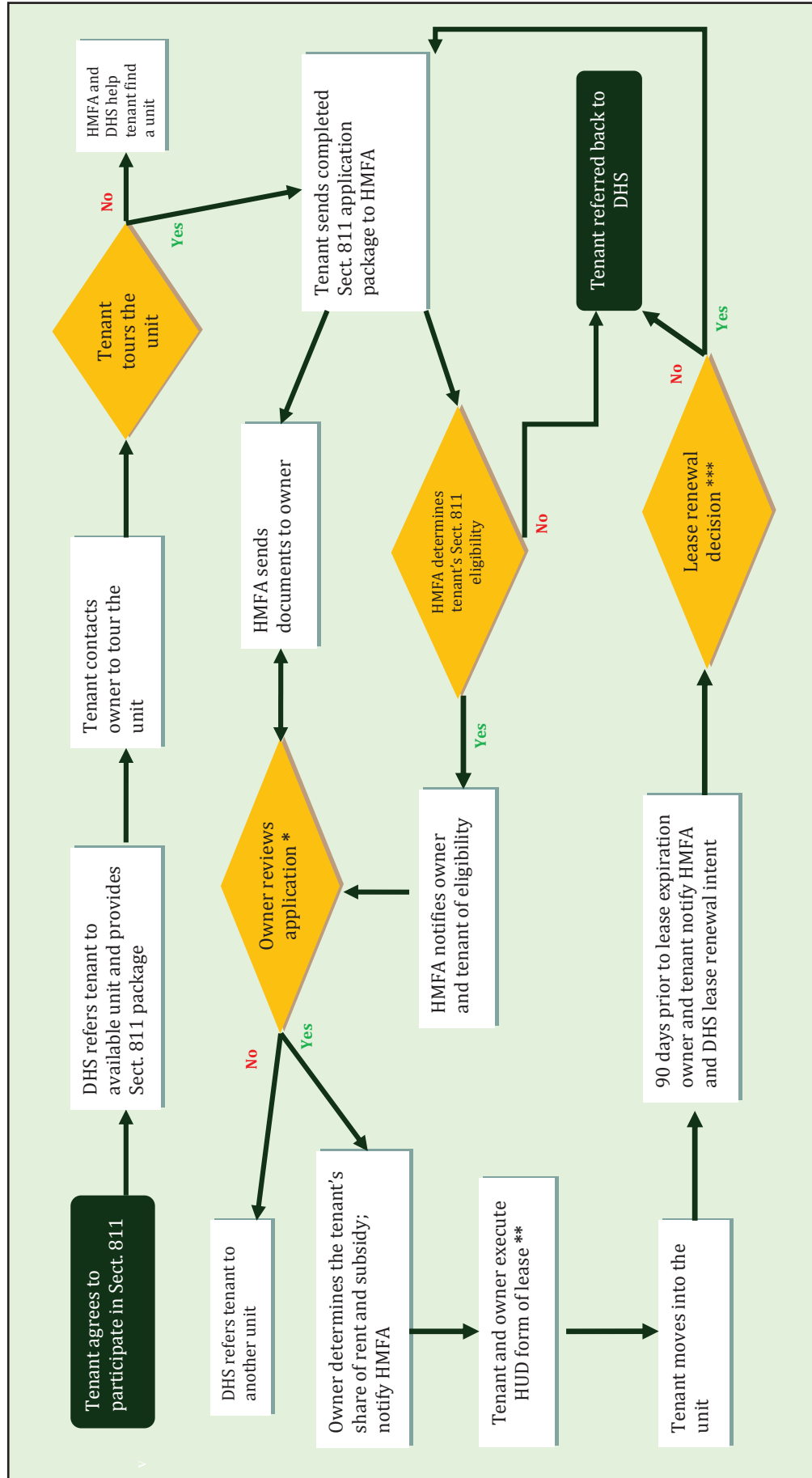
\*\*\*\* According to HUD Uniform Physical Condition Standards

\*\*\*\*\* According to HUD Sect. 811 program requirements

\*\*\*\*\* According to HUD regulations

# EXHIBIT C - SECT. 811 PRA TENANT PROCESS

## EXHIBIT C - SECT. 811 PRA TENANT PROCESS



### Definition

Owner - Tax Credit / Multifamily developers  
 HMFA - Housing and Mortgage Finance Agency  
 HUD - Department of Housing and Urban Development  
 DHS - Department of Human Services

\* According to HUD Sect. 811 program requirements  
 \*\* MFA inspected and approved unit  
 \*\*\* According to HUD regulations

# NOTES

[illegible]

**New Jersey Housing and Mortgage Finance Agency**

**Section 811 Project Rental Assistance Program**

# **APPLICATION**

NJHMFA  
Supported Housing and Special Needs Division  
637 South Clinton Ave.  
Trenton, NJ 08650-2085

Contact Person:  
Kelly Palombi  
Section 811 PRA Coordinator  
609-278-7486  
[kpalombi@njhmf.gov](mailto:kpalombi@njhmf.gov)

## PART 1: APPLICANT INFORMATION

*Applications will be accepted on a rolling basis until all Section 811 PRA are committed.  
Each project will require a separate application.*

Applicant Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Owner/Sponsor Name (If different from above): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mgmt. Company\*: \_\_\_\_\_

Mgmt. Company: \_\_\_\_\_

\*Fill the above even if it is self-managed

Contact Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Mgmt. Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## PART 2A: PROJECT INFORMATION

Project Type (check one):    ☐ New Construction/Rehab Project    ☐ Existing Project  
*(Please complete the appropriate sections of this application based on your project type)*

Project Name: \_\_\_\_\_ HMFA#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County \_\_\_\_\_

No. of Buildings: \_\_\_\_\_ Total No. of Units: \_\_\_\_\_ Number of Stories: \_\_\_\_\_

Total Sq. Footage: \_\_\_\_\_ Year Project was Built: \_\_\_\_\_

Type of Construction: \_\_\_\_\_ New: \_\_\_\_\_ Rehab: \_\_\_\_\_

### Financing Information:

Existing Mortgage(s): \_\_\_\_\_

Lender: \_\_\_\_\_

Lien Position: \_\_\_\_\_

Lender: \_\_\_\_\_

Lien Position: \_\_\_\_\_

### Social Service Provider (if applicable):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## PART 2B: PROJECT DESCRIPTION

Please provide a description of the property on a separate page that includes information such as amenities within the project, floor plan, proximity to various amenities, description of neighborhood, and tenant services. Please include the number of units of each type that are currently occupied, currently vacant, and in the case of Existing projects, the number and types of units to be set aside. Please also describe the property's policies regarding background checks and Tenant Selection Plan.

### Type of Public Transportation:

Bus: \_\_\_\_\_ Light Rail: \_\_\_\_\_ Other: \_\_\_\_\_

Nearest public transportation option (in miles): \_\_\_\_\_

### Property Amenities:

- |   |   |                                       |
|---|---|---------------------------------------|
| <input type="checkbox"/> Fitness Center       | <input type="checkbox"/> Washer/dryer on-site | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Washer/dryer in-unit | <input type="checkbox"/> Community Room       | <input type="checkbox"/> Other: _____ |

### Please Mark Which Utilities are Paid by the Tenant:

- |   |  |
|---|--|
| <input type="checkbox"/> Household Electric   | <input type="checkbox"/> Air Conditioning  |
| <input type="checkbox"/> Cooking (choose <input type="checkbox"/> GAS or <input type="checkbox"/> ELECTRIC)   | <input type="checkbox"/> Heat (choose <input type="checkbox"/> GAS or <input type="checkbox"/> ELECTRIC) |
| <input type="checkbox"/> Hot Water (choose <input type="checkbox"/> GAS or <input type="checkbox"/> ELECTRIC) | <input type="checkbox"/> Other: _____ (describe)   |

### Current Occupancy and Vacancy for Existing Projects:

Please complete the chart below indicating the number of vacant and occupied units by bedroom size.

Unit Status	Number of 1 Bedroom Units	Number of 2 Bedroom Units
Occupied		
Vacant		
Overall Total Units in Property		



## PART 3: NUMBER OF SECTION 811 PRA UNITS REQUESTED

*(Please complete the appropriate section based on your project type)*

### **For New Construction/Rehab Projects**

Total Number of Units at the Property: \_\_\_\_\_

Total Number of Units Requesting 811 Subsidies: \_\_\_\_\_

#### **Projects Under Construction:**

One bedroom accessible units (34% AMI): \_\_\_\_\_

One bedroom non-accessible units (34% AMI): \_\_\_\_\_

Two bedroom accessible units (34% AMI): \_\_\_\_\_

Two bedroom non-accessible units (34% AMI): \_\_\_\_\_

Two bedroom accessible units (50% AMI): \_\_\_\_\_

Two bedroom non-accessible units (50% AMI): \_\_\_\_\_

Total Number of Units Currently Set Aside for Persons with a Disability other than the 811 Subsidized Units: \_\_\_\_\_

Total Number of Units Presently Receiving Project Based Rental Assistance Payments: \_\_\_\_\_

### **For Existing Projects**

Total Number of Units at the Property: \_\_\_\_\_

#### **Units to be set aside:**

One bedroom accessible units (34% AMI): \_\_\_\_\_

One bedroom non-accessible units (34% AMI): \_\_\_\_\_

Two bedroom accessible units (34% AMI): \_\_\_\_\_

Two bedroom non-accessible units (34% AMI): \_\_\_\_\_

Two bedroom accessible units (50% AMI): \_\_\_\_\_

Two bedroom non-accessible units (50% AMI): \_\_\_\_\_

Total Number of Units Currently Set Aside for Persons with a Disability in addition to the 811 Subsidies: \_\_\_\_\_

Total Number of Units Presently Receiving Project Based Rental Assistance Payments: \_\_\_\_\_

**Participating developments must have the capability to execute and transmit tenant certification and recertification data (form HUD 50059) and voucher data (form HUD 52670) electronically to HMFA. HMFA will electronically transmit the data (HUD form 52670 and HUD 50059) to HUD via the Tenant Rental Assistance Certification System (TRACS) to receive payment. Once received and approved, HUD will wire payment of the monthly rental subsidy amount to HMFA through the HUD Electronic Line of Credit Control System (eLOCCS) and HMFA will distribute the subsidy payments to the development.**

Current Software system: \_\_\_\_\_

## PART 4: APPLICANT SIGNATURE

The undersigned applicant hereby makes application to NJHMFA for the Section 811 PRA Program.

\_\_\_\_\_ Number of Requested Section 811 PRA Program Units

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

***Please return two copies of completed application and supporting documentation attention to:***

Attn: Kelly Palombi, Section 811 Program Coordinator  
Division of Supported Housing & Special Needs  
New Jersey Housing and Mortgage Finance Agency  
637 S. Clinton Avenue  
P.O. Box 18550  
Trenton, NJ 08650-2085  
609-278-7486  
Email: [kpalombi@njhmfa.gov](mailto:kpalombi@njhmfa.gov)

Questions? Please contact Kelly Palombi at 609-278-7486

# EXHIBIT E

## HUD Uniform Physical Conditions Standard (UPCS) Form

Uniform Physical Condition Standards - Comprehensive Listing

Page: \_\_\_\_\_ of \_\_\_\_\_

Inspectable Area: Site

Property ID / Name: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

Inspectable Item	Observable Deficiency	NOD	Level			NA	H&S
			1	2	3		
Fencing and Gates	Damaged/Falling/Leaning						NLT
	Holes						NLT
	Missing Sections						NLT
Grounds	Erosion/Rutting Areas						NLT
	Overgrown/Penetrating Vegetation						
	Ponding/Site Drainage						
Health & Safety	Air Quality - Sewer Odor Detected						NLT
	Air Quality - Propane/Natural Gas/Methane Gas Detected						LT
	Electrical Hazards - Exposed Wires/Open Panels						LT
	Electrical Hazards - Water Leaks on/near Electrical Equipment						LT
	Flammable Materials - Improperly Stored						NLT
	Garbage and Debris - Outdoors						NLT
	Hazards - Other						NLT
	Hazards - Sharp Edges						NLT
	Hazards - Tripping						NLT
	Infestation - Insects						NLT
	Infestation - Rats/Mice/Vermin						NLT
Mailboxes/Project Signs	Mailbox Missing/Damaged						
	Signs Damaged						
Market Appeal	Graffiti						
	Litter						
Parking Lots/Driveways/Roads	Cracks						
	Ponding						
	Potholes/Loose Material						
	Settlement/Heaving						
Play Areas and Equipment	Damaged/Broken Equipment						NLT
	Deteriorated Play Area Surface						
Refuse Disposal	Broken/Damaged Enclosure-Inadequate Outside Storage Space						
Retaining Walls	Damaged/Falling/Leaning						NLT
Storm Drainage	Damaged/Obstructed						
Walkways/Steps	Broken/Missing Hand Railing						NLT
	Cracks/Settlement/Heaving						
	Spalling						

- In order to accurately categorize a deficiency as a "Level 1", "Level 2" or "Level 3" (including independent Health & Safety items), you must refer to the Final Dictionary of Deficiency Definitions (PASS) Version 2.3, dated 03/08/2000. This document can be found at ["http://www.hud.gov/offices/reac/pdf/pass\\_dict2.3.pdf"](http://www.hud.gov/offices/reac/pdf/pass_dict2.3.pdf) (325 Pages, 343 KB)

- Additional clarification to these definitions is contained in the REAC PASS Compilation Bulletin which can be found at ["http://www.hud.gov/offices/reac/pdf/pass\\_bulletin.pdf"](http://www.hud.gov/offices/reac/pdf/pass_bulletin.pdf) (24 Pages, 275 KB)

- Only level 3 is applied to independent Health & Safety deficiencies.

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**Uniform Physical Condition Standards - Comprehensive Listing**  
**Inspectable Area: Building Exterior**

Page: \_\_\_\_\_ of \_\_\_\_\_

Property ID / Name: \_\_\_\_\_  
 Building Number: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

Inspectable Item	Observable Deficiency	NOD	Level			NA	H&S
			1	2	3		
Doors	Damaged Frames/Threshold/Lintels/Trim						NLT
	Damaged Hardware/Locks						
	Damaged Surface (Holes/Paint/Rusting/Glass)						
	Damaged/Missing Screen/Storm/Security Door						NLT
	Deteriorated/Missing Caulking/Seals						
	Missing Door						
Fire Escapes	Blocked Egress/Ladders						LT
	Visibly Missing Components						LT
Foundations	Cracks/Gaps						
	Spalling/Exposed Rebar						
Health and Safety	Electrical Hazards - Exposed Wires/Open Panels						LT
	Electrical Hazards - Water Leaks on/near Electrical Equipment						LT
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable						LT
	Emergency Fire Exits - Missing Exit Signs						NLT
	Flammable/Combustible Materials - Improperly Stored						NLT
	Garbage and Debris - Outdoors						NLT
	Hazards - Other						NLT
	Hazards - Sharp Edges						NLT
	Hazards - Tripping						NLT
	Infestation - Insects						NLT
	Infestation - Rats/Mice/Vermin						NLT
Lighting	Broken Fixtures/Bulbs						
Roofs	Damaged Soffits/Fascia						
	Damaged Vents						
	Damaged/Clogged Drains						
	Damaged/Torn Membrane/Missing Ballast						
	Missing/Damaged Components from Downspout/Gutter						
	Missing/Damaged Shingles						
	Ponding						
Walls	Cracks/Gaps						
	Damaged Chimneys						NLT
	Missing/Damaged Caulking/Mortar						
	Missing Pieces/Holes/Spalling						
	Stained/Peeling/Needs Paint						
Windows	Broken/Missing/Cracked Panes						NLT
	Damaged Sills/Frames/Lintels/Trim						
	Damaged/Missing Screens						
	Missing/Deteriorated Caulking/Seals/Glazing Compound						
	Peeling/Needs Paint						
	Security Bars Prevent Egress						LT

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**Uniform Physical Condition Standards - Comprehensive Listing**  
**Inspectable Area: Building Systems**

Page: \_\_\_\_\_ of \_\_\_\_\_

Property ID / Name: \_\_\_\_\_  
 Building Number: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

Inspectable Item	Observable Deficiency	NOD	Level			NA	H&S
			1	2	3		
Domestic Water	Leaking Central Water Supply						
	Misaligned Chimney/Ventilation System						LT
	Missing Pressure Relief Valve						NLT
	Rust/Corrosion on Heater Chimney						NLT
	Water Supply Inoperable						NLT
Electrical System	Blocked Access/Improper Storage						NLT
	Burnt Breakers						NLT
	Evidence of Leaks/Corrosion						NLT
	Frayed Wiring						
	Missing Breakers/Fuses						LT
	Missing Covers						LT
Elevators	Not Operable						NLT
Emergency Power	Auxiliary Lighting Inoperable						
	Run-Up Records/Documentation Not Available						
Fire Protection	Missing Sprinkler Head						NLT
	Missing/Damaged/Expired Extinguishers						LT
Health & Safety	Air Quality - Mold and/or Mildew Observed						NLT
	Air Quality - Propane/Natural Gas/Methane Gas Detected						LT
	Air Quality - Sewer Odor Detected						NLT
	Electrical Hazards - Exposed Wires/Open Panels						LT
	Electrical Hazards - Water Leaks on/near Electrical Equipment						LT
	Elevator - Tripping						NLT
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable						LT
	Emergency Fire Exits - Missing Exit Signs						NLT
	Flammable Materials - Improperly Stored						NLT
	Garbage and Debris - Indoors						NLT
	Hazards - Other						NLT
	Hazards - Sharp Edges						NLT
	Hazards - Tripping						NLT
	Infestation - Insects						NLT
	Infestation - Rats/Mice/Vermin						NLT
HVAC	Boiler/Pump Leaks						
	Fuel Supply Leaks						NLT
	General Rust/Corrosion						NLT
	Misaligned Chimney/Ventilation System						LT
Roof Exhaust System	Roof Exhaust Fan(s) Inoperable						
Sanitary System	Broken/Leaking/Clogged Pipes or Drains						NLT
	Missing Drain/Cleanout/Manhole Covers						

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**Uniform Physical Condition Standards - Comprehensive Listing**  
**Inspectable Area: Common Areas**

Page: \_\_\_\_\_ of \_\_\_\_\_

Property ID / Name: \_\_\_\_\_  
 Building Number: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

X	Inspectable Item Location	Observable Deficiency	NOD	Level			NA	H&S
				1	2	3		
	Basement/Garage/Carport	Baluster/Side Railings - Damaged						
	Closet/Utility/Mechanical	Cabinets - Missing/Damaged						
	Community Room	Call for Aid - Inoperable						NLT
	Day Care	Ceiling - Bulging/Buckling						
	Halls/Corridors/Stairs	Ceiling - Holes/Missing Tiles/Panels/Cracks						
	Kitchen	Ceiling - Peeling/Needs Paint						
	Laundry Room	Ceiling - Water Stains/Water Damage/Mold/Mildew						
	Lobby	Countertops - Missing/Damaged						
	Office	Dishwasher/Garbage Disposal - Inoperable						
	Other Community Spaces	Doors - Damaged Frames/Threshold/Lintels/Trim						NLT
	Patio/Porch/Balcony	Doors - Damaged Hardware/Locks						
	Restrooms/Pool Structures	Doors - Damaged Surface (Holes/Paint/Rust/Glass)						
	Storage	Doors - Damaged/Missing Screen/Storm/Security Door						NLT
		Doors - Deteriorated/Missing Seals (Entry Only)						
		Doors - Missing Door						
		Dryer Vent - Missing/Damaged/Inoperable						
		Electrical - Blocked Access to Electrical Panel						NLT
		Electrical - Burnt Breakers						NLT
		Electrical - Evidence of Leaks/Corrosion						NLT
		Electrical - Frayed Wiring						
		Electrical - Missing Breakers						LT
		Electrical - Missing Covers						LT
		Floors - Bulging/Buckling						
		Floors - Floor Covering Damaged						
		Floors - Missing Floor/Tiles						
		Floors - Peeling/Needs Paint						
		Floors - Rot/Deteriorated Subfloor						
		Floors - Water Stains/Water Damage/Mold/Mildew						
		GFI - Inoperable						NLT
		Graffiti						
		HVAC - Convection/Radiant Heat System Covers Missing/Damaged						
		HVAC - General Rust/Corrosion						
		HVAC - Inoperable						
		HVAC - Misaligned Chimney/Ventilation System						LT
		HVAC - Noisy/Vibrating/Leaking						
		Lavatory Sink - Damaged/Missing						NLT
		Lighting - Missing/Damaged/Inoperable Fixture						
		Mailbox - Missing/Damaged						
		Outlets/Switches/Cover Plates - Missing/Broken						LT
		Pedestrian/Wheelchair Ramp						
		Plumbing - Clogged Drains						NLT
		Plumbing - Leaking Faucet/Pipes						NLT
		Range Hood /Exhaust Fans - Excessive Grease/Inoperable						
		Range/Stove - Missing/Damaged/Inoperable						
		Refrigerator - Damaged/Inoperable						
		Restroom Cabinet - Damaged/Missing						
		Shower/Tub - Damaged/Missing						
		Sink - Missing/Damaged						NLT
		Smoke Detector - Missing/Inoperable						LT
		Stairs - Broken/Damaged/Missing Steps						NLT
		Stairs - Broken/Missing Hand Railing						NLT
		Ventilation/Exhaust System - Inoperable						
		Walls - Bulging/Buckling						
		Walls - Damaged						
		Walls - Damaged/Deteriorated Trim						
		Walls - Peeling/Needs Paint						
		Walls - Water Stains/Water Damage/Mold/Mildew						
		Water Closet/Toilet - Damaged/Clogged/Missing						
		Windows - Cracked/Broken/Missing Panes						NLT
		Windows - Damaged Window Sill						
		Windows - Inoperable/Not Lockable						NLT

	Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound						
	Windows - Peeling/Needs Paint						
	Windows - Security Bars Prevent Egress						LT
Health & Safety	Air Quality - Mold and/or Mildew Observed						NLT
	Air Quality - Propane/Natural Gas/Methane Gas Detected						LT
	Air Quality - Sewer Odor Detected						NLT
	Electrical Hazards - Exposed Wires/Open Panels						LT
	Electrical Hazards - Water Leaks on/near Electrical Equipment						LT
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable						LT
	Emergency Fire Exits - Missing Exit Signs						NLT
	Flammable/Combustible Materials - Improperly Stored						NLT
	Garbage and Debris - Indoors						NLT
	Garbage and Debris - Outdoors						NLT
	Hazards - Other						NLT
	Hazards - Sharp Edges						NLT
	Hazards - Tripping						NLT
	Infestation - Insects						NLT
	Infestation - Rats/Mice/Vermin						NLT
Pools and Related Structures	Fencing - Damaged/Not Intact						
	Pool - Not Operational						
Trash Collection Areas	Chutes - Damaged/Missing Components						

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